

TRANSCRIPT & DIPLOMA REQUEST FORM

ID REQUIRED FOR ALL PARTIES

Date of Request: _____

Requested by: _____

Contact Phone #: _____

Student Name: _____
(While enrolled in school)

Date of Birth: _____

Last School Attended: _____

Last Year Attended: _____

Please Check Which Records are Needed:

Diploma (Copy)

Diploma (Original, if never picked up)

Official Transcript (Has signature and school stamp, is in a sealed envelope)

Unofficial Transcript (For personal use, no signature or school stamp)

Student Signature (if student is over 18)

Date

If student is over 18, name of person picking up documents

Date

Parent Signature (if student is under 18)

Date

(NOTE: If you are requesting an original diploma to be mailed, please be aware that if the original diploma is lost, stolen, or never received by mail, a replacement CANNOT be made.)

Pickup in Person

Email, Fax or Address to send records:

ID REQUIRED FOR ALL PARTIES - Your request will be processed within 2 working days

Amie R. Carter, Ed.D. | Sonoma County Superintendent of Schools

Board of Education | Gina Cuclis, Herman G. Hernandez, Steven Herrington Ph.D., Peter Kostas, Andrew Leonard